

PERSONNEL  
20 February 1970

DD/S ADMINISTRATIVE  
INSTRUCTION NO. 70-4

OVERTIME WORK

25X1A

1. PURPOSE. This Instruction supplements [REDACTED] which gives general Agency policy on overtime and related authorities and responsibilities.

2. AUTHORIZATION OF IRREGULAR OR OCCASIONAL OVERTIME. Irregular or occasional overtime may be authorized by Office Heads and their general Deputies, the Executive Officer to the DD/S, the Special Support Assistant to the DD/S, and the Chief of the Support Services Staff. This authority may be further delegated only by the Deputy Director for Support. Should there be a need for further delegation, a request including reasons should be sent to the DD/S. Authorizing officials are responsible for ensuring that certifications on time and attendance reports authorizing compensation for overtime are made only by themselves.

3. APPROVAL OF REGULARLY SCHEDULED OVERTIME. A request for the approval of regularly scheduled overtime will be signed by the Office Head and sent to the Deputy Director for Support for approval. It should specify the schedule on which the overtime would be worked, the beginning and ending dates of the period for which approval is requested, and a justification. After DD/S approval has been given, the certification on the time and attendance reports of the individual(s) concerned that the overtime has been authorized for compensation (actual payment or credit of compensatory time) will be by the appropriate authorizing official designated by or in accordance with paragraph 2 above.

4. ANNUAL PREMIUM PAY. A request for the payment of annual premium pay for individual cases will be forwarded through the Deputy Director for Support, who must concur, to the Director of Personnel, who must approve. It should name the employee(s) concerned, state the proposed rate and effective date, and explain why annual premium pay is justified and the basis for the rate proposed. After annual premium pay has been approved, it is payrolled automatically. There is no need for time and attendance reports to show the overtime hours worked but they must carry a certification by an authorizing official designated by or under the provisions of paragraph 2 above that payment of the premium pay continues to be justified. The Office Head or Staff Chief is responsible for promptly notifying the Director of Personnel, with a copy to the Deputy Director for Support, when annual premium pay should be stopped or the rate reduced.

25X1A

[REDACTED]  
JOHN W. COFFEY  
ACTING DEPUTY DIRECTOR FOR SUPPORT